

CONFIDENTIAL

12 DEC 19

MEMORANDUM FOR: Acting Deputy Director for Management
and Services

VIA : Director of Security
Chief, Cover and Commercial Staff

FROM : Director of Personnel

SUBJECT : United Buying Service

1. Action Requested: That the United Buying Service (UBS) be approved as a service for overt members of the Employee Activity Association (EAA).

2. Background: The UBS has operated in the Washington, D. C., area for several years and offers to the members of area organizations a number of discount merchandise programs. We believe participation in their automobile purchase program would be particularly worthwhile in view of the seemingly tangible savings and the expressed interest of a sizeable number of EAA members. Procedurally, EAA would have available UBS material containing specific automobile and accessories information. EAA members desiring to utilize this service would be required to give written certification that they are overt employees prior to reviewing the UBS material. After satisfying this requirement they would select the automobile make and model including accessories desired and personally place their order with the UBS office. UBS would then mail to the prospective purchaser a certificate with the individual's name and organization (EAA), the dealer and contact's name and the model ordered.

3. Staff Position: Discussions concerning this new activity have been held with representatives of the Office of Security and Cover and Commercial Staff and they have concurred in the procedures outlined above.

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4. Recommendation: That you approve the United Buying Service automobile purchase program as an added Employee Activity Association activity.

[Redacted] 25
F. W. M. Janney
Director of Personnel

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CONCUR: [Redacted] = 5 Dec 1973
Date

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* CONCUR: [Redacted] Staff 18 Dec 1973
Date

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APPROVED: [Redacted] 20 Dec 1973
Date

DISAPPROVED: _____

* With the proviso that the applicant's supervisor also sign the certification attesting to employment in an overt capacity and that a copy of the certification be furnished to Cover and Commercial Staff for verification.

Distribution:

- 0 - Return to D/Pers
- 2 - ADD/MGS
- 1 - D/Sec
- 1 - C/CCS
- 1 - D/Pers
- 1 - C/BSD
- 1 - EAA Coordinator

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